

See pages 2 & 3 for further information.

RECORD LAYOUT FOR FIXED LENGTH FORMAT OF LICENSEE FILE

SORT ORDER

If specific *county codes* are requested, the file will be in county code order and then ID# order within county codes.

All other files will be in ID# order.

GENERAL INFORMATION

Lists of non-confidential licensee information including name, mailing address, and other license information may be purchased in electronic format on CD only. Complete details regarding data available, price, format, how to order, etc., is provided in the order form entitled **Licensee File CD Request** (RE 775) available on the DRE Web site www.dre.ca.gov.

Please note, licensee list files are *not* provided in a “label-ready” format. It will be the purchaser’s responsibility to import and process the data files using a software product of the purchaser’s choice. Department of Real Estate (DRE) staff will not be available to offer assistance in helping the purchaser import nor process the data files.

However, the DRE offers step-by-step guides for Microsoft Word, Excel and Access, which may be of help.

STEP-BY-STEP GUIDES

To import a licensee list text (.txt) file on CD into an Excel (.xls) file:

- Start Excel.
- On the top Menu bar, click on **File**, then click on **Open**.
- In the pop-up window, find and pick one of the list text type files.
 - Suggest you pick the **Mailing_List_comma.txt** file.
 - You will need to change what is in the **Look in:** box to point to your CD drive.
 - You will need to change the **Files of type** box to read **Text Files(*.txt)** or **All Files(*.*)**.
- Double-click on the file, or highlight it and click the **Open** button.
- In the **Text Import Wizard – Step 1 of 3** window, if you’ve chosen the **Mailing_List_comma.txt** file or **Mailing_List_tab.txt** file, make sure the **Delimited** radio-button is “on.” Click **Next >**.
- In the **Text Import Wizard – Step 2 of 3** window, make sure the correct delimiter check box is checked for the type of text file you are importing into Excel. Click **Next >**.
- In the **Text Import Wizard – Step 3 of 3** window, you can choose which columns to import and what format to give those columns. If you do not wish to import a particular column, highlight that column and choose the **Do not import column (Skip)** radio-button. When you highlight another column the radio-button should reset back to the **General** format radio-button. Continue scrolling across the record until you reach the column headed **License_Effective_Date** and then highlight it. This is a date field, so choose the **Date** radio-button. The date in this column is in YYYYMMDD format, so in the drop down date type box, change the date format to **YMD**. Highlight the next column which is the **License_Expiration_Date**, choose the **Date** radio-button, and change the date format to **YMD**.
- When you have finished selecting, skipping, and formatting columns, click the **Finish** button to complete the import process. You can now save the newly imported Excel file.

Note: There is a limit on the number of rows that you can have in Excel. This limit varies with the version of Excel. [Excel 5 and Excel 95 – 16,383; Excel 97 and Excel 2000 – 65,536]

To import a licensee list file into a Microsoft Access database file:

- Start Microsoft Access.
- Click on **Blank Database**, then click **OK**.
- Decide on where to store the new database and what you want to name it (be sure the name extension is **.mdb**), then click the **Create** button.
- On the top Menu bar, click on **File**, click on **Get External Data**, click on **Import**.
- Find the file to import. You’ll need to change the **Files of Type** box to **Text Files** in order to see the DRE list files. Double-click on the ‘comma’ file.
- Be sure the **Delimited** radio-button is “on,” then click the **Next>** button.
- Be sure the **Comma** radio-button is “on,” click in the **First Row Contains Field Names** checkbox, then click the **Next>** button.
- Be sure the **In a New Table** radio-button is “on,” then click the **Next>** button.
- Choose the columns (fields) you wish to import or skip. To skip a column, highlight that column and check the **Do not import field (Skip)** checkbox, then click the **Next>** button.
- If you wish, you can let Access add a primary key, or you can choose one. Suggested key would be **License Number**, then click the **Next>** button.
- Click the **Finish** button.
- Click the **OK** button.

You now have access to the table that was created in the formerly blank database that you created in Step 3 above.

To use Microsoft Word to create mailing labels from an Excel file:

Note: If the Excel file does not already contain a header row with column headings such as NAME, ADDRESS-1, ADDRESS-2, CITY, etc., first insert a blank row at Row 1 and give each column an identifier such as NAME, ADDRESS-1, ADDRESS-2, CITY, STATE, ZIP, etc.

- Start Microsoft Word.
- Click on **Tools** in the Menu Bar.
- Click on **Mail Merge** in the drop down menu.
- Click on the **Create** button (Step 1).
- Choose **Mailing Labels** from the drop down menu.
- Click on the **Active Window** button.
- Click on the **Get Data** button (Step 2).
- Choose **Open Data Source** from the drop down menu.
- Find and select the Excel file containing the name and address data you wish to use to create labels.
 - You will need to change the **Files of type** box to read **MS Excel Worksheet (*.xls)**.
 - Double click on the file, or highlight it and click the **Open** button.
- Click **OK** to select the entire spreadsheet.
- Click on the **Set Up Main Document** button.
- Pick a label size and double click on it or highlight it and click the **OK** button.
- Click on the **Insert Merge Field** button.
- Pick the fields you want on the label and click on the **Insert Merge Field** button, then choose the field. Repeat.
 - Use the Enter/Return key when selecting fields if you want the next selected field to be on the next line.
- When all fields have been selected, click the **OK** button.
- Click the **Merge** button to choose and format all records (Step 3) or click the **Query Options** to set up filter and/or sort criteria, then click **OK**.
- Click the next **Merge** button.

This completes the label format process. At this point you may want to change the font, font size, change case to all uppercase, etc., and print out one page as a test.

To use Microsoft Word to create mailing labels from a licensee list file:

- Start Microsoft Word.
- Click on **Tools** in the Menu Bar.
- Click on **Mail Merge** in the drop down menu.
- Click on the **Create** button (Step 1).
- Choose **Mailing Labels** from the drop down menu.
- Click on the **Active Window** button.
- Click on the **Get Data** button (Step 2).
- Choose **Open Data Source** from the drop down menu.
- Find and pick one of the list text type files.
 - You will need to change the **Files of type** box to read **Text Files (*.txt)**.
 - Suggest you pick the **Mailing_List_comma.txt** file.
 - Double click on the file, or highlight it and click the **Open** button.
- Click on the **Set Up Main** button.
- Pick a label size and double click on it or highlight it and click the **OK** button.
- Click on the **Insert Merge Field** button.
- Pick the fields you want on the label.
 - Use the Enter/Return key when selecting fields if you want the next field to be on the next line.
- When all fields have been selected, click the **OK** button.
- Click the **Merge** button to choose and format all records (Step 3) or click the **Query Options** to set up filter and/or sort criteria, then click **OK**.
- Click the next **Merge** button.

This completes the label format process. At this point you may want to change the font, font size, change case to all uppercase, etc., and print out one page as a test.